

Single Window Clearance System for Approval of Detailed Project Report (DPR) under the Samajwadi Awas Yojna

Sl. No.	Action	Responsibility	Timelines (Days)
Where Land Use Conversion is not Required:			
1.	Submission of DPR (after 100% assembly of land) to the Executive Director, Awas Bandhu along with documents as per the checklist given at Annexure-1	Applicant	-
2.	Acknowledgement of DPR and issue of receipt to the applicant by Awas Bandhu	Awas Bandhu Office	Same day
3.	Scrutiny of DPR by the Technical Committee constituted under the Chairmanship of Director, Awas Bandhu	Technical Committee	07
4.	After scrutiny of the DPR if there is any objection, Director, Awas Bandhu will inform the applicant through Advisor Planning to revise/amend the DPR	Director Awas Bandhu	02
5.	Applicant will revise/amend the DPR and re-submit to the Director, Awas Bandhu	Applicant	15
6.	Technical Committee will scrutinize the revised/amended DPR and submit its recommendation to the Executive Director, Awas Bandhu through Adviser Planning	Director Awas Bandhu & Adviser Planning	05
7.	Executive Director, Awas Bandhu will forward the DPR to the Principal Secretary, Housing & Urban Planning Department for approval	Executive Director Awas Bandhu	03
8.	Housing & Urban Planning Department will grant approval on the DPR and return back to the Executive Director, Awas Bandhu	Jt. Secretary Housing Dept. Section-1	07
9.	Executive Director, Awas Bandhu will forward the DPR to the respective Authority/Agency for formal approval endorsing a copy to the applicant and Housing Dept., Section-1	Executive Director Awas Bandhu	03
10.	Vice-Chairman/Chairman/Housing Commissioner of respective Authority shall grant approval on the DPR and inform Awas Bandhu and Principal Secretary, Housing Dept., Section-1	Vice-Chairman/Chairman/Housing Commissioner	60

Where Land Use Conversion is Required:			
1.	After scrutiny of the DPR, if the Technical Committee finds that conversion of land use is required, the Executive Director, Awas Bandhu on the recommendation of the Technical Committee shall grant technical approval on the DPR and forward it to the respective Authority/Agency for necessary action.	Director Awas Bandhu & Adviser Planning	07
2.	The respective Authority/Agency will complete the land use change procedure at its level (i.e., inviting of objections/suggestions, approval by the Board in its meeting or by circulation) and forward to the Principal Secretary, Housing & Urban Planning Dept., Section-3 for notification	Vice-Chairman/ Chairman/ Housing Commissioner	60
3.	After receipt of proposal from the Authority, Housing & Urban Planning Dept. will issue final land use notification and inform the respective Authority/Agency, the Executive Director, Awas Bandhu and the applicant	Jt. Secretary Housing & Urban Planning Department, Section-3	30
4.	Rest of the procedure for approval of DPR will be same.		
<p>Note:</p> <p>(I) The developer shall pay applicable charges namely, plan submission fee, inspection charges, etc., except development fee and city development charge to the respective Authority at the time of formal approval of the DPR.</p> <p>(II) Land use conversion charge shall not be payable by the applicant where land use is changed from agriculture to residential. In other cases, conversion charge shall be paid as per the Land Use Conversion Rules, 2014.</p> <p>(III) The applicant may submit all building plans for approval along with the DPR or seek separate approval on the building plans in phases.</p> <p>(IV) The applicant shall obtain all statutory clearances himself from other departments (e.g., Revenue, Forest, Environment, Fire Authority, Local Body, Airport Authority of India, ASI, etc.), wherever required.</p> <p>(V) Formal approval and release of the DPR shall not be withheld by the authority for want of NOCs provided the applicant undertakes to submit the requisite NOCs to the authority prior to commencement of development works at site.</p> <p>(VI) In case of non-compliance of any of the timelines prescribed above, the applicant may report/complaint to the Executive Director, Awas Bandhu for redressal of his grievance.</p>			

Annexure-1

Checklist of Documents to be Submitted with DPR

1. Copy of Certificate of Registration of the applicant in Awas Bandhu.
2. Copy of DPR prepared in accordance with the norms of the Affordable Housing Policy and applicable Building Bye-laws. DPR shall include the following details:-
 - 2.1 Key plan (preferably not smaller than 1:15,000 scale) showing location of proposed site in the Master Plan. In case Master Plan is not applicable, location of proposed site in relation to existing city/ settlements, main road (e.g., National/State Highway, District Road, Other District Road, etc.) and other major landmarks.
 - 2.2 Site plan (on 1:1000 scale) showing boundaries and dimensions of the proposed land, its area, existing settlements, buildings/premises, other important physical features within a distance of at least 100 meters of the said land and means of access from the existing main road.
 - 2.3 Copy of Shajra plan (on 1:4000 scale) showing boundaries of the proposed site along with name of the revenue village Khasra numbers, and their area.
 - 2.4 Site analysis including soil, slope, source of water supply/groundwater, tree cover, river/drain/ponds/water bodies and sites for disposal and treatment of storm and sullage water.
 - 2.5 Layout Plan of the proposed scheme (not below 1:1000 scale) comprising circulation plan, land use plan (showing residential, commercial, institutional, parks and open spaces, public & semi-public facilities, recreational facilities, etc. indicating their area and percentage), housing density, ground coverage and FAR, etc.
 - 2.6 Infrastructure (internal and external) development plan including water supply, drainage, sewerage, power, solid waste management, etc.
 - 2.7 Landscape Plan and Rainwater Harvesting plan.
 - 2.8 Standards and specification of infrastructure and superstructure.
 - 2.9 Project cost and Financing.
 - 2.10 Implementation Schedule indicating important milestones and time-lines for their completion.
 - 2.11 Operation and Maintenance system.
3. Copy of registered sale deed for verification of ownership of land.
4. Copy of Affidavit on Rs. 100/- Stamp Paper declaring that the developer shall not sell the affordable segment units above the prescribed ceiling cost and more than one house/flat to any person.
5. Any other information required by the Technical Committee which may be submitted by the applicant separately.

Note:-The applicant shall submit two copies of the DPR and other documents in hard and soft copy.